

This Notice Expires 31 August 1974

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 10-12

SECURITY  
1 May 1974

FIRE SAFETY AND CLUTTERED HALLWAYS

1. Cluttered hallways are not only a source of embarrassment but constitute a serious safety hazard. Trash receptacles, surplus furniture, discarded trash of all kinds, and excess office supplies continue to line our hallways to a greater extent than is necessary.

2. Effective immediately, the following procedures should be followed:

Surplus Office Furniture

No office furniture will be put in the hallway until a Logistics Form 1412 has been executed and pickup arrangements made. Desks, file cabinets, or other cabinets which can be used for storing classified material must be inspected by Security and labeled prior to turn-in. The custodian will ensure that Security is notified. Failure to do so could result in a security violation.

Trash Receptacles

Vault occupants should place trash receptacles in the hallways in the evenings and return them to the vault the following morning. Failure on the part of the char force to empty trash receptacles in the evening should be reported to Supply Section, [REDACTED] along with any other complaints or questions regarding this service.

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3. Your cooperation will not only help to improve our fire and safety practices but will also spruce up the looks of [REDACTED]

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[REDACTED]

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Executive Officer

Distribution: B